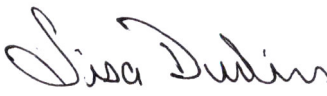
	<b>Montana Department of Transportation</b>	Date Issued: May 6, 2008
<b>CONSTRUCTION MEMO</b>		Date Effective: March 27, 2008
		Related Specifications: 105.15.2, 105.15.3, 109.08
<b>Subject: Final Payment Process</b>		

To: Distribution

From: Lisa Durbin, P.E.,   
Construction Administration Services Engineer

Updated information has been posted to explain the general process for completing the contract final and generating the final estimate and payment. Included is a diagram of the key events and dates and an outline of the process. There is a version for the existing system (PECOS), and a slightly modified version to show the differences in SiteManager. These documents can be found under Manuals, Guidelines and Catalogs > Contracting/Consulting at:

<http://www.mdt.mt.gov/publications/manuals.shtml>

This procedure reflects revisions incorporated into Supplemental Specifications 105.15 and 109.08. These specifications were updated to clarify that a contract is not finally accepted until it is accepted by the Commission, as well as to clarify the issue of project warranties. The Supplemental Specifications will be effective with the June 2008 letting. Supplemental Specifications can be found on the Contracting/Consulting webpage:

[ftp://ftp.mdt.mt.gov/contract/stdspec\\_sup\\_new.pdf](ftp://ftp.mdt.mt.gov/contract/stdspec_sup_new.pdf)

The revised Final Inspection form, CSB105\_15\_2 and the revised Contractor's Request for Acceptance form, CSB105\_15\_3 are also available on the Contractor's System website.

[http://www.mdt.mt.gov/publications/forms/const\\_forms.shtml](http://www.mdt.mt.gov/publications/forms/const_forms.shtml)

This information will be incorporated into the future Construction Administration Manual. Until a new Construction Administration Manual is issued, use this information to supplement the Construction, Office, and SiteManager Training Manuals during contract completion.

If you would like additional information please contact me at 444-0453.

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